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ABSTRACT

Supporting performance objective 86 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on justifying the right margin are included in this packet. (The packet is the fifteenth in a set of fifteen on typewriting--CE 016 920-934.) The student materials include a pretest and a posttest, two learning activities, two check-out activities, and an instructor's evaluation guide for each of the two activities. The instructor's manual includes an introduction, a program outline, an answer sheet for the posttest, and a filmstrip narrative. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the fifteen packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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ED155423

JUSTIFYING THE RIGHT MARGIN

STUDENT'S MANUAL

Prepared by

Mrs. Jane Snapp

These materials support
Performance Objective 86 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

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PERFORMANCE OBJECTIVE

The performance objective that you should keep in mind as you work through this program on justifying the right margin is:

> Given edited, rough-draft copy and other required supplies, you will be able to type the copy with a justified right margin. The right margin must be exactly justified within the designated length of line, and all errors must be neatly corrected.

PROCEDURE

To help you in meeting the above objective, you should follow this outline of activities:

I. Take the pretest.

II. Watch the filmstrip program entitled: "Justifying the Right Margin."

III. Take the post-test.

IV. After successfully completing the post-test, type Learning Activity No. 1.

V. If you require further practice to perfect the skill of justifying right margins, complete Learning Activity No. 2.

VI. When you feel that you have adequately mastered this skill, complete Check-out Activities Nos. 1 and 2.

Name _____

PRETEST

Justifying the Right Margin

Directions: Fold this sheet lengthwise at the fold line
Respond to the items by writing your answer in the blank under the Answer column.
When you have finished, check your answers by folding out the Correct Answer column.

Questions	Your Answer	Correct Answer
1. Can you type on an electric typewriter?	1. Yes-No	
2. Can you set margins on the typewriter you will be using for this program?	2. Yes-No	
3. Can you operate the line space regulator?	3. Yes-No	
4. Can you set tabs?	4. Yes-No	
If the answer to any of the above questions is no, ask your instructor for further instructions. If all questions were answered yes, continue with the pretest.		
5. When margins are "justified" it means that the left and right margins are____.	5._____	even, blocked or the same
6. To justify the right margin, you first type a _____ to aid you in typing the final copy.	6._____	work copy
7. Distributing extra spaces throughout copy is called ____.	7._____	spreading
8. Eliminating spaces throughout copy is called____.	8._____	squeezing
9. The_____on the work copy shows the number of spaces each line should occupy.	9._____	guide line
10. On pica and elite typewriters, the____ key is used to add or eliminate spaces.	10._____	half-space

Fold Here

Name _____

Evaluation _____

POST-TEST

Justifying the Right Margin

Directions: Respond to the items by writing your answer in the blank under the Answer column. When you have finished, turn in this sheet to your instructor for evaluation.

Questions	Your Answer	Acceptable	Not Acceptable
1. Typing with justified right margins means that the left and right margins of each sentence are____.	1._____	+10	-10
2. On a machine having a center point of 50, what would be the left and right margins for a 50-space line?	2. left margin__ right margin_	+10 +10	-10 -10
3. To visually place the number of spaces on a sheet of paper, you may use asterisks to type a_____.	3._____	+10	-10
4. The _____is your guide for typing the final copy.	4._____	+10	-10
5. It (is, is not) necessary to erase on the work copy.	5. is, is not	+10	-10
6. To justify the right margin,_____are used within and between words to either spread or squeeze the copy.	6._____	+10	-10
7. When a line on the work copy is too long, the characters are_____to justify the right margin.	7._____	+10	-10
9. Always _____ the final copy before removing it from the typewriter.	9._____	+10	-10

LEARNING ACTIVITY NO. 1

Type the following problem with a justified right margin.

You will need:
- a typewriter
- a pen or pencil
- typing paper

Make the necessary typewriter adjustments:
a. Set margins for designated line length.
b. Adjust the line space regulator.
c. Set any necessary tab stops

Type a work copy of information to be justified, showing extra spacing needed (spreading) and where to eliminate spacing (squeezing).

Type a final copy with the right margin justified.

Proofread carefully, correcting all errors, before removing from the machine.

USE A 30-SPACE LINE AND A 3-SPACE PARAGRAPH INDENTION FOR THE FOLLOWING COPY:

You will notice that newspapers and magazines use the format of justified right margins. Justifying the right margin is possible by use of the half-space lever on the typewriter. Spaces are squeezed or spread between words as needed to make the right margin even.

LEARNING ACTIVITY NO. 2

Using the same directions as in the problem above, type the following copy:

When material is typed in columns with more than one column across the page, it is desirable for the right margin to be even to make reading easier and to form a definite visual separation of the printed information.

CHECKOUT ACTIVITY NO. 1
FOR
Justifying the Right Margin

PERFORMANCE GUIDE

1. Type the following problem with a justified right margin.

2. You will need:
   a typewriter
   a pen or pencil
   typing paper

3. Make the necessary typewriter adjustments:
   a. Set margins for designated line length.
   b. Adjust the line space regulator.
   c. Set any necessary tab stops.

4. Type a work copy of information to be justified, showing extra spacing needed (spreading) and where to eliminate spacing (squeezing).

5. Type a final copy with the right margin justified.

6. Proofread carefully, correcting all errors, before removing from the machine.

7. CENTER AND TYPE IN ALL CAPS: The title "Reports".

8. USE A 35-SPACE LINE AND A 3-SPACE PARAGRAPH INDENTION FOR THE BODY. Center the following paragraphs on an 8½ x 11 inch sheet of typing paper:

Paragraph 1:

There are times when short reports may require that the right margin be justified. Set the desired margins and type a work copy noting whether the individual lines will require squeezing or spreading. Mark the work copy indicating the places where half-spaces will be eliminated or added.

Paragraph 2:

You will type the final copy from the work copy. Using the work copy as a guide, squeeze or spread the individual lines so the report will have a justified right margin.

CHECKOUT ACTIVITY NO. 2
FOR
Justifying the Right Margin

PERFORMANCE GUIDE

Refer to the same performance guide as used for Check-Out Activity No. 1 steps 1 through 6.

TYPE THE FOLLOWING TWO PARAGRAPHS IN TWO COLUMNS ON AN 8½ x 11 INCH SHEET OF PAPER. LEAVE 8 BLANK SPACES BETWEEN COLUMNS. USE A 30-SPACE LINE AND A 3-SPACE PARAGRAPH INDENTION FOR THE BODY.

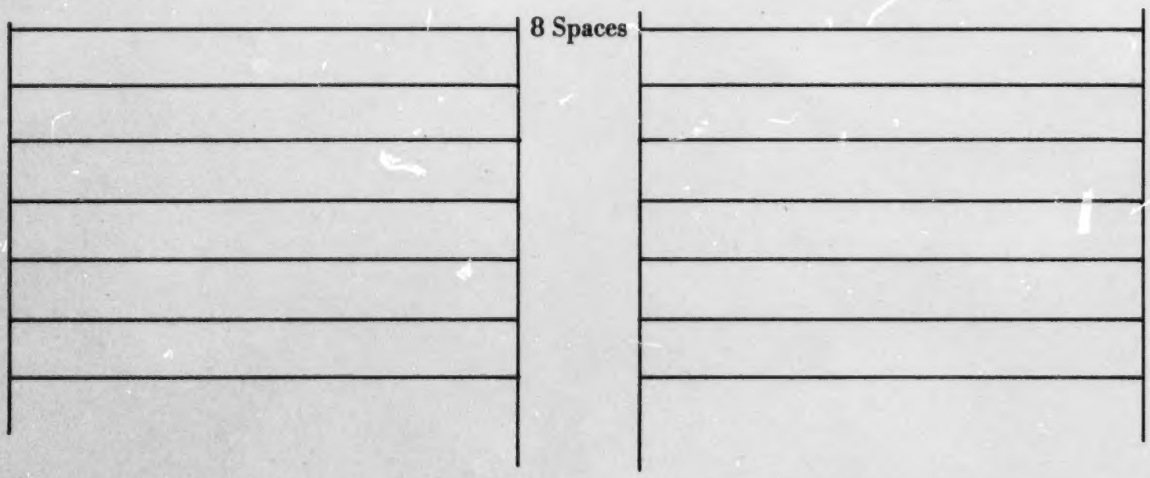
Left column:

You will notice that newspapers and magazines use the format of justified right margins. Justifying the right margin is possible by use of the half-space lever on the typewriter. Spaces are squeezed or spread between words as needed to make the right margin even.

Right column:

When material is typed in columns with more than one column across the page, it is desirable for the right margin to be even to make reading easier and to form a definite visual separation of the printed information.

Left Column: Right Column:



Name _____

Instructor's Evaluation Guide
for
JUSTIFYING THE RIGHT MARGIN

PERFORMANCE CRITIQUE:

Excellent . . . . . .___
Good . . . . . .___
Fair . . . . . .___
Needs Improvement . . .___

ACTIVITY CHECK-OUT ACTIVITY I	Evaluation	
	Acceptable	Unacceptable
In this activity, the student:		
1. Typed a work copy of information to be justified showing extra spacing needed.		
2. Typed a final copy with the right margin justified.		
3. Corrected all errors neatly.		

Name ____ _____

Instructor's Evaluation Guide
for

JUSTIFYING THE RIGHT MARGIN

PERFORMANCE CRITIQUE:

Excellent . . . . . ____
Good . . . . . ____
Fair . . . . . ____
Needs Improvement . . . ____

ACTIVITY CHECK-OUT ACTIVITY 2	Evaluation	
	Acceptable	Unacceptable
In this activity, the student:		
1. Typed a work copy of information to be justified showing extra spacing needed.		
2. Typed a final copy with the right margin justified.		
3. Corrected all errors neatly.		

JUSTIFYING THE RIGHT MARGIN

INSTRUCTOR'S MANUAL

Prepared by

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INTRODUCTION

The instructor of this program should become thoroughly familiar with the complete program before presenting it to an individual or a group.

You will need the following supplies and equipment:

1. a typewriter for each student (Check to see that each student can set margins, use the line space regulator, and set tab stops.)
2. typing paper
3. a *Student's Manual* for each student
4. a cassette tape player
5. a filmstrip projector

PROGRAM OUTLINE

–Distribute a *Student's Manual* to each student.
–Administer the pretest.
–If all students answer "yes" to questions 1-4 on the pretest, continue with the program.
–Show the filmstrip program "Justifying the Right Margin."
–Administer the post-test (Answers in *Instructor's* Manual.)
–Have the students complete the Learning Activities.
–Have the students complete the Check-out Activities.
–Evaluate program effectiveness.

INSTRUCTOR'S ANSWER SHEET FOR POST-TEST

Justifying the Right Margin

1. Answers may be:
   blocked
   even
   the same
2. Left margin = 25
   Right margin = 75
3. guide line
4. work copy
5. is not
6. half-spaces
7. squeezed
8. spread
9. proofread

EACH CORRECT ANSWER MAY COUNT 10 POINTS (QUESTION NO. 2 WILL COUNT 10 FOR EACH PART) GIVING 100 TOTAL POINTS.

NARRATION

Justifying the Right Margin

1. Title
2. Credit
3. Typing with justified right margins means that the left and right margins of each sentence are blocked, excluding the last sentence in a paragraph.
4. You can find examples of this style of writing in newspapers, magazines, and other publications in which columns are used.
5. To justify the right margin, you first determine the length of line needed. If you use a 30-space line as in the sample problem, your left and right margins will be determined as follows:

   1/2 of 30 = 15 spaces
   center minus 15 spaces = left margin setting
   center plus 15 spaces = right margin setting

6. Paragraphs are usually single spaced and are not separated by a double space when typing items such as newspaper columns. The only indication of a new paragraph will be the indention.
7. The line space regulator is set on single spacing and paragraphs are indented as required, usually 3-5 spaces.
8. The guide line for the work copy may be typed as shown using 30 asterisks, one for each of the spaces in the column.
9. The work copy will be your guide for typing the final copy. All marks and notations for spacing are made on the work copy.
10. If you make a spacing error on the work copy, simply draw a line through the sentence, single space, and retype the sentence from the beginning.
11. Under the guide line of asterisks, type each sentence so that it comes to within 4 or 5 spaces of the last asterisk. Some sentences you type may come out to exactly 30 spaces, but most of them will not. You will have sentences less than 30 spaces and some over 30 spaces. The idea is to try to come as close as possible to 30 spaces.
12. To make each typed line end at the same point, half spaces are added or subtracted within and between words so the lines in the final copy will occupy exactly 30 spaces.
13. Be careful to distribute the extra half spaces where they will be least noticed.
14. When the line is longer than 30 spaces, use the margin release key to type the remaining characters.
15. After you depress the margin release key, count the number of characters you type and write this number beside the line as a minus—meaning squeeze. The half spaces squeezed will be twice the number of whole spaces since there are 2 half spaces in a whole space.

16. On lines that are too long, half spaces are deleted within and between words to squeeze the characters into the space allocated.

17. Short lines are filled with an asterisk for each character short of 30 spaces.

18. Short lines will require the spreading of characters to fill the extra spaces.

19. Squeezing and spreading are accomplished by the use of the half space key; therefore, you must divide the number of spaces short or over on each line by two. This will give you the number of half spaces to be squeezed or spread.

20. When you have completed the work copy, type the column again justifying the right margin as you type each sentence.

21. Always remember to proofread the final copy before it is removed from the typewriter.

22. After successfully completing the post-test, type the Learning Activity problems. Once you have mastered the skill of justifying the right margin, complete the Check-Out Activities. The elusive butterfly of success is not impossible to catch if you practice diligently to improve your skill in justifying the right margin.